

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 92-00

Subject:

DATE: 03/25/88

Sunset Review:

FACULTY ADVISOR RESPONSIBILITIES AND DUTIES
FOR TRAINING PROGRAMS

1. PURPOSE. This directive establishes the duties and responsibilities for staff members selected to serve as Faculty Advisors to basic training classes conducted by the Center.
2. SCOPE. The provisions of this directive apply to all FLETC personnel selected to serve as Faculty Advisors to a basic training class at either the Glynco or Marana facility.
3. CANCELLATION. FLETC Directive No. 20-01.L dated July 21, 1982.
4. POLICY. It is Center policy that each basic training class will have a FLETC staff member serving as Faculty Advisor responsible for the management of the communication, coordination, and liaison between the Center and the class. This responsibility shall be properly handled for each class from orientation through graduation. The proper supervision of a class through its tenure at the Center is time consuming and is critically important to the success of a basic training class. The quality of the performance of duties and responsibilities of Faculty Advisor can easily mean the difference between a class having a "positive" or a "negative" training experience. The importance of the proper performance of the duties of a Faculty Advisor to a basic training class cannot be overstated.
5. RESPONSIBILITIES.
 - a. Program Manager. The program manager will select from personnel within his/her division individuals to serve as Faculty Advisors. An alternate Faculty Advisor may be assigned at the discretion of the Program Manager. In assigning Faculty Advisors, the Program Manager should utilize the Program Specialist to the maximum extent possible. In the event a selection cannot be made within the responsible division" because of insufficient personnel, assistance will be provided by other divisions within the Office of General Training'.

b. Faculty Advisor - (Basic Training Program). In addition to the duties which follow in Paragraph 6, the Faculty Advisor shall inform the Program Manager of all significant student problems such as academic failure, personal student problems which might affect training, disciplinary problems, or any other problems which the Faculty Advisor believes should be made known to the Program Manager. Reporting procedures must be handled in a timely manner. In the case of severe student injury or serious disciplinary infractions the Program Manager shall be notified immediately.

c. Faculty Advisor - (Alternate). In the absence of the Faculty Advisor, the alternate Faculty Advisor, if assigned, is responsible for ensuring the Faculty Advisor duties are completed. The alternate Faculty Advisor is NOT an assistant to the Faculty Advisor but functions as a replacement when the Faculty Advisor is not available because of leave, training seminars, teaching responsibilities, etc. Urgent problems that come to the attention of Training Services Division. (TSD) personnel or the Training Technician (Marana), when the Faculty Advisor and alternate are unavailable, will be referred directly to the Program Manager. The Program Manager will brief the Faculty Advisor of any actions which have been taken.

d. Faculty Advisor (Integrated Training Programs). The coordination of most basic integrated training programs is a shared responsibility between the Center and the Basic Integrated Training Program agency. It is imperative that the assigned Center Faculty Advisor become actively involved in the coordination of these programs. This involvement includes participation in the class orientation, administration of Center exams, periodic class visitations, application of the student critique directive, and the graduation ceremony.

6. FACULTY ADVISOR DUTIES. Though it is not possible to list every specific responsibility, duty, and task which a Faculty Advisor might be called upon to perform, the following list encompasses most of the Faculty Advisor duties.

a. Pre-Orientation.

The Faculty Advisor is responsible for contacting the on-site participating organization representative(s), when appropriate, to coordinate the times for the welcome/ orientation presentation. The Faculty Advisor is responsible for contacting the Educational Aide/Training Technician at least one work day prior to the arrival of a class to determine whether any problems have been encountered regarding the following tasks:

(1) Preparation of classroom bulletin board with appropriate memoranda.

(2) Transportation arrangements, if necessary, in accordance with class schedule for uniform issue and class photograph.

(3) Arrangements for health screening.

NOTE: The Faculty Advisor should determine the time period set for health screening. The welcome and orientation should be planned around the health screening unless the health screening session is posted on the class schedule.

(4) Final inspection of classroom and materials.

b. Welcome and Orientation

The Faculty Advisor is responsible for conducting the welcome/orientation for a basic training program class. The Faculty Advisor will stress the importance of each student~ reading the issued Student Handbook and complying with the policies and procedures contained in the handbook. The Student Handbook also contains general information of interest to students; e.g., check cashing, local churches, credit union, recreational activities, etc. Attachment 1 lists applicable Center directives with which the Faculty Advisor shall become familiar.

NOTE: The appropriate Educational Aide/Training Technician will be present at the welcome and orientation and is responsible for ensuring that all required documentation is completed by and collected from the students, e.g., expense vouchers, if appropriate, demographic forms; etc. The Educational Aide/Training Technician will inform the class of the procedure and cost regarding the class photograph.

During the welcome and Orientation session the Faculty Advisor will ensure that students are made aware of the following:

(1) FLETC weapons policy relative to personally owned and/or government issued firearms. (FLETC Directive 70-09.J; Student Handbook - Current Edition)

(2) Expected professional attitude, dress, demeanor, and timeliness, both on and off the Center. (FLETC Directives 67-35.A and 65-94.A; Student Handbook - Current Edition)

(3) How to read a class schedule.

NOTE: The Educational Aide/Training Technician is responsible for posting the practical exercise group breakdowns as soon as possible after finalizing the class roster.

(4) FLETC departure/withdrawal policy. Attachment-2, Report of Student Departure (FTC-OGT-40 Rev. 6-87), must be completed by the Faculty Advisor and submitted to the Educational Aide/Training Technician whenever a student withdraws from training or is absent temporarily for one day or more. This report must be submitted on the day the student departs. The Educational Aide will send copies to each training division office.

(5) FLETC class absence policy. It is the responsibility of the assigned classroom, laboratory or practical exercise instructor to inform the Educational Aide/Training Technician of the absence of a student. The Educational Aide/ Training Technician will notify the Faculty Advisor and the Program Manager in writing of the absence. If the Faculty Advisor becomes aware of an unauthorized absence, the Program Manager will be notified. Annual leave for students is not authorized with the exception of emergency leave. The Faculty Advisor will obtain advance approval from the Program Manager for any requests for excused absence from class other than for brief absences due to illness or other routine legitimate purpose. This is particularly important if the student plans to leave the facility during an excused absence. In accordance with current policy, absence from class for over three (3) class days is justification for recycling into another (subsequent) class. (FLETC Directive 66-30.A; Student Handbook - Current Edition)

(6) Student Testing and Evaluation Policies and Procedures., Explain passing/failing test scores, Remediation procedures and honor and distinguished graduate status. (FLETC Directive 10-09.A)

NOTE: Remedial policy for required practical exercises, including those conducted by Special Training Division, will be explained by the instructors conducting those exercises.

(7) The security of Center issued property and student financial responsibility for lost or damaged property, (Student Handbook - Current Edition)

(8) The need to appoint or have the class elect a mail/message clerk and class president. Inform the class president and the mail clerk of their responsibilities.

(9) As appropriate, the need to review homework assignment sheets and completion dates for respective assignments.

(10) The availability, location, operational hours (both during and after duty hours) of the Health Unit/health facilities in case of student illness or accident. (FLETC --Directives 67-92 and 68-10.A; Student Handbook - Current Edition)

(11) Physical Efficiency Battery (PEB). Prior to the scheduled health screening, explain the elements of the PEB utilizing Attachment 3. This should be accomplished PRIOR to health screening to prevent the need for individual explanations by Health Unit staff. In addition, emphasize the importance of preparing the Practical Exercise Performance Requirements (PEPR) form honestly, accurately, and complete. This form must be completed prior to health screening.

(12) FTS telephone location. Stress that FTS telephones are for OFFICIALLY REQUIRED CALLS ONLY and conversations should be kept brief. Inform students that all FTS calls will be logged into an FTS log book which requires them to indicate the reasons calls are made. (Student Handbook - Current Edition)

(13) Center bus transportation. (Student Handbook -Current Edition)

(14) Recreational Activity. The information in this paragraph shall be given to the students by the Recreation Specialist during the Physical Techniques Division orientation session. The availability and location of a student recreation office which provides various Center directed and self-directed social and physical activities should be discussed. These activities include road races, ping-pong, basketball, volleyball, softball tournaments, and trips to nearby attractions. The Recreation Specialist also assists classes desiring to have a class party or picnic. If picnic supplies are desired, at least seven days notice is required by the Recreation Specialist. Further, if alcoholic beverages are to be consumed on Center property other than at authorized sites outlined in FLETC Directive 20-01.J, appropriate notice must be given the Assistant Director, Office of Administration, or the Assistant Director, Marana) for approval. All requests for class parties must be submitted on FLETC Class Party Request Form FTC-OST-6 (Attachment 4) signed by the Faculty Advisor and delivered to the Recreation Specialist by the class representative in accordance with FLETC Directive 70-01.D. Students should be referred to the recreational brochure and calendar which are included in their welcome folder. Mention that the Recreation Specialist is located in Building 252 (Glynco), or Building 99 (Marana) and provide current telephone number.

(15) Center dormitory and dining hall regulations. Stress the importance of the dress code, adult behavior, and maintaining quiet in the dormitory in the evening. (FLETC : Directives 70-10.A and B; Student Handbook - Current Edition).

(16) Library location and operating hours. (Student Handbook - Current Edition).

(17) Vehicle registration and traffic regulations. (FLETC Directives 71-00.E and 70-09.1; Student Handbook -Current Edition). Stress the importance of obeying all traffic rules and regulations on Center. Emphasize the importance of adhering to parking restrictions.

(18) Center policy on sale, service, and consumption of alcoholic beverages. (FLETC Directive 20-01.J; Student Handbook - Current Edition)

(19) Training Material. Have students check the printed training materials they have received against the check-off sheet provided. Upon request, missing materials will be issued to students from the Equipment and Materials Branch distribution window, Room M-S, Building 262, or by the Training Technician (Marana).

(20) Student Critiques of Center Training and Facilities. FLETC Directive 91-01.D outlines the responsibility of the Faculty Advisor in implementing the student critique program. The Faculty Advisor is responsible for ensuring student participation in the critique process in all Center basic and basic integrated programs.

(21) Other. Depending on the type class, agency specific information may need to be addressed.

c. Examinations

(1) Obtain and review the administrative copy of the examination received ~rom the Educational Aide/Training Technician prior to the test. If errors are noted, take appropriate actions to correct the errors.

(2) Conduct and monitor examinations, except for the Criminal Investigator legal examinations which are administered by the Legal Division staff.

(3) Advise students how to fill out the administrative portion of the answer sheet and the proper method of recording answers. Stress the importance of each student indicating which examination form (A or B) he/she is taking.

NOTE The Educational Aide/Training Technician will provide the Faculty Advisor with a sample sheet from which to work.

(4) Caution the students to read all instructional information and the caveat contained on the examination. Stress the Center policy on cheating.

(5) Advise the students regarding the amount of time allowed for the examination and that they may write on the examination booklet. Stress that since only the answer sheet will be graded, care must be taken in recording answers. Circled or marked answers in the examination booklet are not considered.

(6) Distribute examinations in an A/B examination rotation.

NOTE: The Educational Aide/Training Technician will have the examinations placed in proper rotation at time of pickup.

(7) Answer procedural questions during the examination.

(8) Collect answer sheets and separate by A or B examination .

(9) Conduct examination review within the time permitted.

NOTE: Legal instructors will conduct legal examination review. A legal examination is defined as an examination containing only legal course questions.

(10) Collect examination booklets prior to dismissal of students from classroom, and return booklets and answer sheets to Educational Aide/Training Technician. Count examination booklets twice, both before and after the examination

d. Post-examination

(1) Deliver academic probation letters to students who fail an examination and establish a time for the remedial examination. The remedial examination should take place within three (3) working days from delivery of the academic probation letter. The time for the remedial examination should be agreed to by the student(s), the Faculty Advisor, and the Testing Clerk/training Technician. If a remedial examination time cannot be agreed upon by all parties involved, the Program Manager will be notified. Remedial for legal examinations, will be conducted by legal instructors only.

(2) Counsel students who fail an examination and encourage failing students to seek help from the Instructors responsible for the courses in which the students are having learning difficulties.

(3) Conduct and monitor remedial examinations. Return remedial examination to the Testing Clerk/Training Technician for grading. NOTE: Remedial legal examinations will be handled by the legal staff.

e. After-hours Incidents Involving Students

(1) The representation of the Center's interests in incidents occurring after normal training hours involving students is the responsibility of the Assistant Director (Administration) or the Assistant Director (Marana Office). However, in some instances, the Faculty Advisor may be the first Center representative notified of incidents such as a student's arrest, accident, or hospitalization. In those cases, the Faculty Advisor will notify the Center's Security Police (Glynco), or the Assistant Director (Marana) immediately. The Security Police will immediately notify the appropriate Safety/Security staff member. The Center's interest in these cases is multi-faceted. Of primary interest is the well-being and just and fair handling of Center students. Of equal importance is the reputation of the Center and its continued active positive participation in the local community.

(2) The Faculty Advisor may, at the request of an appropriate Center official, take action after hours to represent the Center with respect to an incident involving a student. Actions taken with respect to a police matter would be as a representative of the Center's interests and would be within reasonable limits--e.g., contacting participating organization on-site representative, or other designated person; ascertaining if the student is ill or injured; determining the offense and amount of bond, if any; or providing other reasonable assistance. Official actions would not extend to providing a cash bond or signing a property bond for the student. There shall be no interference with the workings of the local justice system; rather, there shall be an attitude of cooperation and assistance.

(3) Other incidents such as medical emergencies are to be handled similar to the above; i.e., assist the student in notifying his/her agency and other suggested persons and represent the interests of the Center. In all after-hours incidents, the Faculty Advisor is to make the appropriate Program Manager aware of the situation at the earliest opportunity.

f. General

Faculty Advisors should also perform the following tasks:

(1) Periodic visitation with students in the classroom, normally during break periods. (Daily contact, if possible.)

(2) Periodic visual inspection of classes during presentations.

(3) Counseling of students regarding discipline, dress, demeanor, timeliness, and other similar problems. Proper documentation of problems and counseling should be maintained in the -class file.

(4) Liaison with the Program Manager and Special Training Divisions regarding class and/or individual student progress, complaints, and problems in general.

(5) Preparation of supervisory section of Injury Report Forms CA-1 (Attachment 5). Follow-up contact with Health Unit/ health officials and student to track progress in recovery from injuries and the effect the injury has had on the student's training due to missed classes or limited participation.

g. Pre-Graduation

Prior to graduation, the Faculty Advisor shall remind students of uniform and Physical Techniques equipment turn-in responsibilities and notify students of the consequences of failing to turn in Center equipment prior to departure.

NOTE: The Educational Aide/Training Technician is responsible for collecting the necessary student departure transportation information from the class and coordinating the results with the Transportation Coordinator.

At least two weeks prior to graduation, the Faculty Advisor, if not the Program Specialist, will coordinate with the Program Specialist to ensure the completion of the graduation program and any related announcements.

At least one work day prior to a class graduation exercise, the Faculty Advisor will coordinate with the below listed offices/personnel to complete or ensure the completion of listed tasks.

(1) Educational Aide/Training Technician: Ensure that diploma packages will be assembled by the appropriate party and ready for pickup prior to graduation.

NOTE: The contents of a student's graduation packet varies depending on the type class graduating, but the typical packet contains: Graduation Diploma, Student Evaluation certificates/ Class Directory, CPR and/or Trauma Management Certification cards, and when appropriate, PEB certification, distinguished Firearms letter/ and academic documentation.

(2) Assistant Scheduling Coordinator/Training Technician: Coordinate the time and location of the graduation exercise with the Assistant Scheduling Coordinator/ Training Technician, and ensure that he/she arranged to have the graduation building unlocked and prepared for graduation at least one hour prior to the scheduled starting time.

(3) Program Manager: Notify the Program Manager of the time and location of graduation. Ask the Program Manager if there will be dignitaries or special guests attending the graduation. Determine if the guest(s) or dignitaries desire to address the graduation class and obtain any other special instructions the Program Manager may, have relative to the graduation exercise.

(4) Organization Representatives: For those classes comprised predominantly or exclusively of students from a single organization, the on-site representative will be notified. The Faculty Advisor will ask the representative if any guests or dignitaries will be attending the graduation exercise and if these guests or dignitaries, including the organization representative, desire to address the class or be introduced.

(5) Graduating Class: Notify the class of all appropriate information relative to the graduation exercise to include: time, location, appropriate dress, departing transportation, special guests. dignitaries, etc. Answer any questions the students may have. Ensure that program critiques have been prepared and submitted by all students.

h. Graduation Day

(1) Secure diploma packages and all appropriate accompanying documents necessary for the graduation exercise from the Educational Aide/Training Technician. Documents and diplomas for Integrated Programs will be picked up by organization representatives prior to graduation; The Program Manager is given the highest academic [ether, highest firearms expert letter, and highest PEB score letter with certificates to take to graduation.

(2) At least thirty minutes prior to graduation, arrive at the graduation location and ensure that the building is open and ready for the graduation. For integrated program students, this will be accomplished by the agency involved.

(3) Meet with the Program Manager, organization representatives and dignitaries at the graduation location and coordinate the graduation procedure, presentation of diplomas, speeches's, etc.

(4) Ensure that all students are seated in alphabetical order and as close to the front of the auditorium as possible. (Educational Aides will have arranged diplomas in order consistent with the student seating arrangement.) Explain the order of events to the students,

(5) Ensure that the graduation ceremony ends in sufficient time to enable the students to make their transportation connections.

(6) In Integrated Program graduations, coordinate with the organization representative and Program Manager regarding the respective roles in the exercise. Ordinarily, the Faculty Advisor will only assist the Program Manager with presentation of Center awards and will not chair the remaining activities.

i. End of Class Report

The completion of the End of Class Report (FTC-OGT-9) (Attachment 6) is a joint responsibility of each class' Educational Aide/Training Technician and its Faculty Advisor. Faculty Advisors should refer to Attachment 6 for a detailed explanation of their duties and responsibilities regarding the end of Class Report.

6. OFFICE OF PRIMARY INTEREST. Office of General Training.

Charles F. Rinkevich
Director

Attachments (6)

SUMMARY OF PERTINENT DIRECTIVES

- 10-01 Use of FLETC Bureau Seal and Treasury Seal
- 10-02.C Emergency Assistance Outside Normal Working Hours.
- 10-09.A Student Evaluation Policy and Procedures for Basic Training, Programs - defines student status, remedial training, practical exercise, etc. Delineates Board of Director standards for graduation, probation status, Remediation, distinguished graduate, and readmission of students.
- 20-01.J Sale, Service and Consumption of Alcoholic Beverages - addresses locations where alcohol is permitted and prohibited.
- 65-94.A Student Dress Code - describes required dress for all students attending FLETC for workday and after-hours Center facility use .
- 66-30.A Student Absence and Leave - states Center policy and outlines procedures for granting leave to students.
- 67-32.A Student Emergencies - outlines procedures for notifications regarding emergencies involving students, and notification to students regarding family member emergencies.
- 67-35.A Standards of Conduct - lists general conduct standards for students, staff, and Center visitors.
- 67-35.C Student Misconduct - defines student misconduct and outlines procedures and responsibilities for reporting such misconduct.
- 67-35.D Cheating in Center Training Programs - states Center policy and outlines responsibilities for reporting alleged cheating in all Center conducted programs.
- 67-35.G Sexual Harassment - defines sexual harassment and outlines avenues of redress for persons sexually harassed.
- 67-92 Health Services - outlines services available to staff and students at the Health Unit.

- 68-10.A Injuries or Illnesses Occurring During Non-Duty Hours - provides guidelines for treating after hours injuries for all personnel at the Center. And sets responsibility for preparing and forwarding CA-1.
- 70-01.B Arriving and Departing Transportation for Students and Visiting Instructors at FLETC - defines Center policy on providing student transportation to and from airports. Lists procedures for departing travel and students emergency departure.
- 70-01.D Class Parties/Picnics - lists procedures and responsibilities for class parties. Outlines procedures for obtaining dining hall food and utilization of Center facilities for class parties.
- 70-07.B Use of Center Recreational and Athletic Facilities - lists the order of priority and individuals eligible to use Center facilities.
- 70-09.H Reporting and Investigation of Motor Vehicle Accidents - establishes procedures for reporting accidents involving Government vehicles and/or on-Center accidents.
- 70-09.I Federal Law Enforcement Training Center Traffic Regulations - establishes Center traffic regulations and outlines procedures for processing violations.
- 70-09.J Firearms Regulations (FLETC) - outlines policy and procedures check-in, storage, and use of firearms on Center and handguns brought to the Center by students.
- 70-10.A Dormitory Regulations - establishes policy and procedures for room changes, and payment for damage to dormitory property by students/visitors.
- 70-10.B Dining Hall Regulations - outlines dress code and persons eligible to use Center dining facilities.
- 70-01.C Medical Screening of Students at the FLETC - states policy, procedures, and responsibilities for screening all incoming students in Center basic programs - relates to Practical Exercise Performance Requirements.
- 70-10.D Students Exhibiting Serious Behavioral Problems - outlines procedures to be followed when any student exhibits serious problems of an apparent mental or emotional nature.
- 71-00.A Visitor Admission and Control - addresses policy and procedures for admitting and controlling visitors, including students' visitors, on the Center.

- 71-00.E Vehicle Registration and Issuance of Temporary Passes - procedures and policy on admitting and registering privately owned vehicles on Center.
- 91-00.B Certificates of Graduation, Certificates of Training, Certificates of Completion, and Certificates of Attendance - defines types of certificates and lists eligibility for each. Assigns responsibilities for preparation and signature.
- 91-01.D Student Critiques of Center Training and Facilities - outlines procedures and responsibilities for preparation and collection of course and program critiques.
- 91-01.E Practical Exercise Performance Requirements - implements policy on PEPR. Provides definitions and procedures for students failing to meet PEPR.

Form FTC-OGT-40 (6/87) may be obtained from the Office of General Training

PHYSICAL EFFICIENCY BATTERY

The Physical Efficiency Battery (PEB) consists of five separate testing elements. The student participates in the following activities:

1. CARDIOVASCULAR ENDURANCE: A mile and one half run is used to measure the student's aerobic endurance. Students must be able to complete six laps either running or walk/running around a quarter mile track.
2. UPPER BODY STRENGTH: A universal bench press machine is used to measure the percentage of the student's body weight that is pushed. The goal is to reach the maximal lift by the fifth effort.
3. AGILITY: The student runs a prescribed course involving four chair obstacles. Starting from a prone position the student will alter or change directions and speed throughout the course.
4. FLEXIBILITY: From a seated position the student bends forward at the waist pushing a measuring slide as far as possible with the fingertips. Lower back and hip flexibility is measured.
5. BODY COMPOSITION: A skin fold caliper is used to measure skin fold thickness of predetermined body sites. From these measurements the percentage of body fat is determined.

Form FTC-OST-6 (Rev 1-87) available from the Office of Special Training

Form CA-1 available from the Personnel Division

END OF CLASS REPORT

The End of Class Report (FTC-OGT-9) (Attachment 6) is required to provide significant class data to management and other Center personnel who have responsibilities for student learning. The report should be submitted within five (5) working days from the class graduation date to the Program Manager. The origination and routing of the End of Class Report is as follows: (1) Educational Aide/Training Technician, (2) Faculty Advisor, (3) Program Manager, (4) Assistant Director (OGT)/(OST)/(OSL)/(MO), (5) Deputy Director, (6) Director. After the Director's review and approval, the End of Class Report will be returned to the appropriate Assistant Director, who will forward the original report and corrected schedule to the Educational Aide for filing in "Official Class File."

1. The following are to be included as attachments to the End of Class Report:

a. Corrected Schedule - An accurate schedule with the names of the instructors who conducted each course, including laboratory exercises and practical exercises, is to be attached to the End of Class Report. The Educational Aide/Training Technician and the Faculty Advisor are jointly responsible for the class schedule attachment. This joint responsibility is divided as follows:

(1) Faculty Advisor will ensure that the names of the instructors who instruct each particular class are recorded in the classroom schedule. This schedule will be maintained in a special folder and will be used by the Faculty Advisor to ensure the schedule is complete and correct for that program.

(2) If instructors fail to enter their names on the schedule posted on the podium, it is the Faculty Advisor's responsibility to determine who taught the course(s) and inform the Educational Aide/Training Technician so that the name (s) can be added to the schedule.

b. Roster - An accurate roster containing the names of all students who were in the class is to be attached to the End of Class Report by the Educational Aide/Training Technician.

c. Student Critiques - The Faculty Advisor is responsible for ensuring that students in the class submit completed program critiques for delivery to the Program Specialist. Program Specialists will furnish program critiques to the Educational Aide/Training Technician, who is responsible for attaching the critiques to the End of Class Report.

d. Class Photo - The Educational Aide/Training Technician is responsible for obtaining and attaching the class photo and seating chart to the End of Class Report.

e. Physical Efficiency Battery Results - The Educational Aide/Training Technician is responsible for obtaining and attaching the PEB results to the End of Class Report as applicable.

f. Firearms Qualification Scores - The Educational Aide/Training Technician is responsible for obtaining and attaching the Firearms Qualification Scores to the End of Class Report.

g. Drivers Training Scores - The Educational Aide/ Training Technician is responsible for obtaining and attaching the Driver Training Scores to the End of Class Report.

Responsibility for the following sections of the End of Class Report is as follows:

2. Class Demographic Data

The Educational Aide/Training Technician is responsible for completing this section of the End of Class Report.

3. Enrollment and Class Completion Date

The Educational Aide/Training Technician is responsible for completing this section. Agency codes, the number of students who actually started in the class, and the number of students who actually graduated from the class and other numerical student failure/withdrawal data are to be entered. In the "remarks" section, the Educational Aide/Training Technician should enter brief narrative comments regarding students who join the class to remediate or recycle to complete only a portion of a program. The names of any individuals monitoring classes should also be entered in the "remarks" section. The scores of these "special" students should not be included in other class data.

Examples

(a) Jane Jones, (agency), remediated CPR - passed -certificate issued.

(b) Jim Smith, (agency), monitored program.

4. Program Modification

The Program Specialist is responsible for completing this section of the End of Class Report. Any significant program modification which was implemented with this class should be entered in this section.

Examples

a. Revised program of instruction which resulted from November 1985 Curriculum Review Conference was implemented with this class.

b. Class size reduced from 48 to 24.

c. The number of role players used in the Final P.E. increased from 8 to 12.

5. Significant Student Credentials

The Faculty Advisor is responsible for completing this section. Significant information obtained from student demographic sheets, personal conversations, etc., should be entered.

Examples

a. John Smith, GS-15, Assistant Inspector General, Treasury Department, was enrolled in this class and met with the division chief several times indicating he was favorably impressed with the training.

b. John Smith was a National Champion in handgun firearms and his expertise was utilized by Firearms Division.

c. Mary Smith was a certified CPR instructor and assisted in the CPR training of the class.

6. Visitor Personnel

The Faculty Advisor is responsible for ensuring this section is complete for those courses of the program conducted by the Center. The Program Manager, Program Specialist, Faculty Advisor, and Educational Aide/Training Technician may make entries in this section. The name(s), title(s), and agency/sponsor of personnel who visit, audit, or serve as visiting Instructors in a class should be entered; additionally, the lesson or course and the time and date of participation should be entered.

Examples:

a. John A. Smith Chief, Capitol Police, observed Search and Seizure, Part IV 11/2, 3, 4/85, 10:20 - 11:30

b. John Doe Supervisor, Uniformed Forces Training, U. S. Secret Service, Attended graduation

7. Class Problems/Resolutions

The Faculty Advisor is responsible for completing this section. All significant problems which occur and how these were resolved should be entered in this section.

Examples:

a. Seventeen students. did not show up for class photograph - class photo was rescheduled.

b. Student Fred Brown's wife gave birth to their first child on 10/18/85. Fred was granted special leave for 10/29/85 to visit his newborn son.

8. Summary of Significant Comments on Student Critiques

The Faculty Advisor is responsible for completing this section. After review of the student critiques, the most relevant and prevalent student comments should be recorded.

Example:

a. Instructors John Smith, Alice Jones, and Fred Brown were repeatedly mentioned by students as having done outstanding instructional jobs with this class.

b. Most of the class indicated that the courses "Officer Safety and Survival", "Accident Investigation", and "Photography" were too short.

c. The vast majority of the student comments were very favorable toward the quality of training they received at the Center.

9. Faculty Advisor General Comments and Observations

Any comments and/or observations relevant to the conduct of this class should be entered by the Faculty advisor.

Examples:

- a. Most of the students in this class had a reading problem.
- b. Overall this was a good group of students - well motivated and disciplined and had good spirit. The good students appeared to help the students who were experiencing difficulty with the exams.

10. Faculty Advisor Recommendations/Division Chief Responses

The Faculty Advisor should enter his/her recommendations concerning the conduct of this class and the Program Manager should respond to each recommendation.

Examples:

- a. I recommend future graduations for this program be held in the classroom.
- b. I recommend the Final Practical Exercise for this program be redone so that the scenarios and activities are relevant to what these students will be doing on the job after graduation.

Resolutions

- a. Agree that graduations should be considered using a smaller room but not necessarily a classroom. This is now being studied.
- b. Agree and have requested the appropriate division chiefs to meet with me to discuss this recommendation.

Form FTC-OGT-9 (2-88) can be obtained from OGT